Federal Aid Master (FM)

```
FUNCTION: ............... DOCID: FM   ...  ...........

 STATUS:               BATID: ... ... ...... ORG: ....
H-                      FEDERAL AID MASTER

        FM DATE: .. .. ..    FFY: ..   ACTION: .       AGENCY: ...
      FED AID NO: ...........  RESP ORG: ....   CMIA PROV/CUST: ...........
  START/END DATE: .. .. ..  .. .. .. FED FY START: ..    STATUS: ..
       TITLE: ...........................  AWARD DATE: .. .. ..
       DSCR 1: .............................................................
       DSCR 2: .............................................................
      CONTACT: ..............................          PHONE: .............
       FED CAT NO: .. ....   FED AGCY NAME: .............................
   FED APPR NO: ..........      CAN NO: ........ CMIA DRAWDOWN GROUP: ..
   GOVT-WIDE NO: ...........  MAJ FA NO: ...........  ID NO: ............
   LETTER OF CREDIT NO: .........  LETTER OF CREDIT AMT: ..............
   CMIA INDICATOR: .   CMIA FUND MTHD: .  CMIA RSRC: .... CMIA BILL CODE: ....
            FUNDS           I/D    PCT     POSITIONS      I/D
   FEDERAL    : ..............   .     ....... ........        .
   GOV'T      : ..............   .     ....... ........        .
   BOND       : ..............   .     ....... ........        .
   LOCAL/OTHER: ..............         ....... ........        .
   TOTAL BUDGT: ..............  I/D:   .
```

Screen Two (FM)

```
FUNCTION: ............... DOCID: FM   ...  ...........
 STATUS:               BATID: ... ... ...... ORG: ....

  REPT  OH REC STA  AVAIL                              BUDGET
  CATG   RATE  TUS  FUNDS    DESCRIPTION               AMOUNT      I/D
  ----  ------ ---  -----  ----------------------------- -------------- ---
01- ....   ...    .      .    ...................................... ..............  .
02- ....   ...    .      .    ...................................... ..............  .
03- ....   ...    .      .    ...................................... ..............  .
04- ....   ...    .      .    ...................................... ..............  .
05- ....   ...    .      .    ...................................... ..............  .
06- ....   ...    .      .    ...................................... ..............  .
07- ....   ...    .      .    ...................................... ..............  .
08- ....   ...    .      .    ...................................... ..............  .
09- ....   ...    .      .    ...................................... ..............  .
10- ....   ...    .      .    ...................................... ..............  .
11- ....   ...    .      .    ...................................... ..............  .
12- ....   ...    .      .    ...................................... ..............  .
13- ....   ...    .      .    ...................................... ..............  .
14- ....   ...    .      .    ...................................... ..............  .
15- ....   ...    .      .    ...................................... ..............  .
```

Coding Instructions	COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
	FM DATE	Inferred. The current date entered for this FM document on Date (DATE).
	FFY	Optional. Enter the last two digits of the grant fiscal year (YY format). If this field is left blank, the grant fiscal year will be inferred from the Federal Aid Master date. If the grant will span multiple years, this is the last two digits of the federal or state fiscal year in which the grant begins.
	ACTION	Optional. Blank defaults to "E". Valid entries are:

"E"   (Original Entry) if this document is establishing a new grant (Federal Aid Number).

"M"   (Adjustment) if this document is modifying an existing grant (Federal Aid Number).

	AGENCY	Required. Enter the applicable agency code for this Federal Aid Master Document. The code used must be valid on Agency (AGC2).
	FED AID NO	Required. Enter the Federal Aid Number (maximum of twelve characters) for this Federal Aid Master Document. This number is assigned by the responsible agency to represent the grant. If establishing a new grant (Action of E), the FED AID NO must not exist on Agency Federal Aid Inquiry (AGFA) for this agency. If modifying an existing grant (Action of M), the FED AID NO must exist on Agency Federal Aid Inquiry (AGFA) for this agency.
	RESP ORG	Optional. Enter the organization code of the organization responsible for the administration of this grant. The code must be valid on Organization (ORG2).
	CMIA PROV/CUST	Leave blank. This field is not used by the State of Louisiana.
	START/END DATE	Required. Enter the grant START DATE in MMDDYY format in the first date field. The END DATE must be after the START DATE. If the END DATE is unknown, estimate the end date and modify the grant when end date is known.
	FED FY START	Required. Enter the first calendar month of the quarter in which the grant starts. For example, if the grant fiscal year starts October, enter a "10". Similarly, if the grant fiscal year

starts in December, enter the month that quarter begins (i.e., 10).

The grant fiscal year will be defined as calendar month 10 of the current year through calendar month 9 of the following year (October through September).

STATUS

Optional. Enter the overall status code for this grant. Predefined status codes include:

"C"   Closed

"O"   Open

"P"   Pending

The status code must be valid on Fed Aid Status (FAST). If no status is assigned, the system will assume that the grant is open.

TITLE

Optional. Enter the name to be associated with the grant.

AWARD DATE

Optional. Enter the date that the grant was awarded in MMDDYY format. The date entered must be valid on Calendar Date (CLDT).

DSCR 1

Optional. Enter the first line of description to be associated with the grant.

DSCR 2

Optional. Enter the second line of description to be associated with the grant.

CONTACT

Optional. Enter the name of the person responsible for the grant.

PHONE

Optional. Enter the phone number of the person responsible for the grant.

FED CAT NO

Optional. If applicable, enter the Federal Catalog Number for this grant. If a FED CAT NO is entered, the first two characters must reference a Federal Agency.

The Federal Agency code must be valid on Federal Agency (FEAG).

FED AGCY NAME

Optional. Enter the applicable Federal Agency Name to be associated with the grant.

FED APPR NO

Optional. If applicable, enter the federal code that connects the grant to a federal appropriation.

CAN NO	Optional. If applicable, enter the Common Accounting Number for this grant.
CMIA DRAWDOWN GROUP	Leave blank. This field is not used by the State of Louisiana.
GOVT-WIDE NO	Optional. If applicable, enter a Government Wide Number to connect multiple grants (Federal Aid Numbers) together. Users can view on-line the summary information tracked by the GOVT-WIDE NO using Government-Wide Federal Aid Inquiry (GVFA).
MAJ FA NO	Optional. If applicable, enter a Major Federal Aid Number to connect this grant with other grants for reference purposes.
ID NO	Optional. If applicable, enter the Federal Identification Number for this grant.
LETTER OF CREDIT NO	Optional. If applicable, enter the Letter of Credit Number for this grant.
LETTER OF CREDIT AMT	Optional. If applicable, enter the Letter of Credit Amount for this grant. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.
CMIA INDICATOR	Leave blank. This field is not used by the State of Louisiana.
CMIA FUND MTHD	Leave blank. This field is not used by the State of Louisiana.
CMIA RSRC	Leave blank. This field is not used by the State of Louisiana.
CMIA BILL CODE	Leave blank. This field is not used by the State of Louisiana.
FUNDS: FEDERAL GOV'T BOND LOCAL/OTHER	Optional. Enter the dollar amount of each source of funding. The expected dollar amount can be entered in one or more of the four following types of revenue:

        -Federal
        -Government
        -Bond
        -Local/Other

If modifying a previously established grant (Federal Aid Number), enter the amount of change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.

Do not code dollar signs or commas. The decimal point is

optional, but two digits must be coded for cents.

I/D

Required if the document action is "M" and this is a decrease to the dollar amount associated with each source of funding. Code the following:

"D" Decrease

Otherwise optional. A blank will default to "I".

PCT

Optional. The percentage associated with each source of funding. The percentage can be entered in one or more of the four following types of revenue:

-Federal
-Government
-Bond
-Local/Other

If entered, the percentage must contain three decimal places. If percentage associated with each source of funding is left blank, the system will calculate the percentage amount based on the amount of each source of funding.

POSITIONS:
FEDERAL
GOVT
BOND
LOCAL/OTHER

Optional. Enter the number of positions associated with each source of funding. The number of positions can be entered in one or more of the four following types of revenue:

-Federal
-Government
-Bond
-Local/Other

If modifying a previously established grant (Federal Aid Number), enter the number of positions that changed. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original number of positions.

I/D

Required if the document action is "M" and this is a decrease to the number of positions associated with each source of funding.

Code the following:

"D" Decrease

Otherwise optional. A blank will default to "I".

TOTAL BUDGT	Optional if this document is an original entry (i.e., establishing a new grant). If no Total Budget amount is entered, the system will calculate the TOTAL BUDGT amount based on all sources of funding.

Required if this document is an adjustment (i.e., modifying an existing grant). Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2. Add together all the decrease amounts (the lines with "D" in the I/D field).

3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for TOTAL BUGT.

I/D	Required if document action is "M" and this is a decrease to the TOTAL BUDGT amount. Code the following:

"D" Decrease

Otherwise optional. A blank will default to "I".

Screen Two

REPT CATG	Required. Enter the reporting category code for this Federal Aid Master line. The code used must be valid on Reporting Category (RPTG). A reporting category code can be used to identify a certain portion or all of the grant.
OH REC RATE	Optional. If applicable, enter the percent at which indirect costs are recovered for this grant.
STATUS	Required. Enter the Status of "O" for open or "C" for closed for this Federal Aid Master line.
AVAIL FUNDS	Required. Enter the available funds indicator of "Y" for yes or "N" for no for this Federal Aid Master Line. The AVAIL FUNDS indicator determines the level of control on the grant budget line (Reporting Category). A "Y" indicates that documents are checked against the budget for available funds and documents will be rejected if the budget is exceeded. A "N" indicates that no edit will be done for available funds. Documents will not be rejected for insufficient budget in a grant budget line (Reporting Category).

DESCRIPTION   Optional. Enter notes about the Federal Aid Master line.

BUDGET AMOUNT   Optional. Enter the budget amount for the grant budget line (Reporting Category). If modifying a previous grant budget line budget amount, enter the amount of change over (under) the previous document. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.

                                           Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.

I/D   Required if the document action is "M" and this is a decrease to the grant budget line (Reporting Category). Code the following:

                                           "D" Decrease

                                           Otherwise optional. A blank will default to "I".

Federal Aid Charge (FX)

```
FUNCTION: ...............  DOCID: FX    ...  ...........

  STATUS:                  BATID: ...  ...  ......   ORG: ....
H-                          FEDERAL AID CHARGE

      FX DATE:                    ACCTG PRD: .. ..
   UNITS TOTAL: .......      DOCUMENT TOTAL: ..............

   FY    FUND   AGCY   ORGN/SUB   APPR UNIT   ACTV   FUNC   OBJ/SUB   REPT
   --    ----   ----   --------   ---------   ----   ----   -------   ----
   CHRG CLASS   CHRG UNITS   AMOUNT           I/D
   ----------   ----------   --------------   ---
01- ..   ....   ...    .... ..   .........   ....   ....   .... ..   ....
    ...          .......        ..............    .
02- ..   ....   ...    .... ..   .........   ....   ....   .... ..   ....
    ...          .......        ..............    .
03- ..   ....   ...    .... ..   .........   ....   ....   .... ..   ....
    ...          .......        ..............    .
04- ..   ....   ...    .... ..   .........   ....   ....   .... ..   ....
    ...          .......        ..............    .
05- ..   ....   ...    .... ..   .........   ....   ....   .... ..   ....
    ...          .......        ..............    .
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Coding Instructions

COMMAND AREA	See Chapter 4, "Document Processing," in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.
FX DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PRD	Optional. Leave blank unless the Federal Aid Charge (FX) transaction is a result of AFS Cost Allocation. The accounting period will default to the accounting period associated with the transaction date. If the FX is to record charges associated with AFS Cost Allocation, code the accounting period of the cost allocation run.
UNITS TOTAL	Required if units are entered on a Federal Aid Charge line in the field CHRG UNITS. The UNITS TOTAL field must equal the unsigned net amount of all lines with CHRG UNITS (increases and decreases). Do not code commas. The decimal point is optional, but the system will infer two decimal places. Leave blank if no units are entered on a Federal Aid charge line in the field CHRG UNITS.
DOCUMENT TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

> 1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).

2. Add together all the decrease amounts (the lines with "D" in the I/D field).

3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for DOCUMENT TOTAL.

FY
Optional. Leave blank unless the Federal Aid Charges (FX) transaction is a result of cost allocation. The fiscal year will default to the fiscal year associated with the FX transaction date. If the FX is to record charges associated with AFS Cost Allocation, code the fiscal year of the cost allocation run.

FUND
Leave blank. This field will be inferred from Organization (ORG2) using the coded agency and organization. The code inferred must be valid on Fund (FUN2).

AGCY
Required. Enter the applicable agency code for this Federal Aid Charge line. The code used must be valid on Agency (AGC2).

ORGN
Required. Enter the applicable organization code for this Federal Aid Charge line. This code must be valid on Organization (ORG2).

SUB
Leave blank. This field is not used by the State of Louisiana.

APPR UNIT
Required. Enter the applicable appropriation unit code for the Federal Aid Charge line. The code used must be valid on Appropriation Inquiry (Extended) (EAP2).

ACTV
This field is required when dictated by state policy. Otherwise, leave blank. (See the *OSRAP Policy and Procedures Manual* for a detailed explanation.)

FUNCTION
Leave blank. This field is not used by the State of Louisiana.

OBJ
Optional. Enter the applicable object code for the Federal Aid Charge line as required for reporting purposes. If entered, the code used must be valid on Object (OBJ2).

SUB
Optional. Enter the applicable sub-object code for the Federal Aid Charge line as required for reporting purposes.

REPT
Required. Inferred from Organization (ORG2) using the organization code if available. Otherwise, enter the applicable reporting category code as required. Reporting Category codes will be inferred if available for expenditure organizations. Reporting Category codes will <u>not</u> be inferred if a mid level

program or an appropriated program organization code is used. The code used must be valid on Reporting Category (RPTG) for the agency coded on the line.

CHRG CLASS

Leave blank if the charge units (CHRG UNITS) field is not entered. Required if the charge units (CHRG UNITS) is entered. Enter the applicable charge class (CHRG CLASS) code for the Federal Aid Charge line. If entered, the code used must be valid on Charge Class (CHRG).

NOTE: The AMOUNT field can be calculated based on the charge class (CHG CLS) multiplied by the charge units (CHG UNITS).

CHRG UNITS

Leave blank if the charge class (CHRG CLASS) field is not entered. Required if the charge class (CHRG CLASS) is entered. Enter the number of charge units (CHRG UNITS) for the Federal Aid Charge line. If entered, do not code commas. The decimal point is optional, but two digits must be coded.

NOTE: The AMOUNT field can be calculated based on the charge units (CHRG UNITS) multiplied by the charge class (CHRG CLASS).

AMOUNT

Leave blank if the CHRG CLASS and the CHRG UNITS fields are completed. The AMOUNT will be calculated based on the CHRG CLASS multiplied by the CHRG UNITS. Required if CHRG CLASS and CHRG UNITS are not completed. Enter the dollar amount associated with this Federal Aid Charge line. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the amount currently posted.

Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.

I/D

Required if this Federal Aid Charge line is a decrease. Code the following:

"D" Decrease

Otherwise optional. A blank will default to "I".

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